



USPFO New Mexico
National Guard



United States Property and Fiscal Office for New Mexico
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[USPFO HOME](#) > [S&S](#) > [Qualified Recycle Program](#) | [Historical Items/Static Displays](#)

SUPPLY AND SERVICES

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	DSN	Commercial	Fax	
Stock Control				
Ms Carmella Montoya	867-8836	505 474-1836	505 474-1832	Branch handbook PBUS Resource -Clear Cache on F -HR for ULLS -PBUS-E Notes -Process 2765 PB POL Resources -DA Form 3644 -DA Form 4702-R -FAQ's
Transportation				
Ms Ginger Roybal	867-8665	505 474-1665	505 474-1826 DSN 867-8832	Branch handbook FAQ's
Storage and Distribution				
SFC Frank Gonzales	867-8672	505 474-1672	505 474-1628 DSN 867-8628	Branch handbook FAQ's

The Supply and Services Division Mission Statement

- Direct and coordinate logistics activities.
 - Procurement and provisioning of supply and services.
 - Management of material.
 - Movement of equipment and personnel.
 - Manages Standard Army Retail Supply (SARSS-1) Storage and Distribution Branch.
 - SARSS-2AC/B, (SAAS-4) Standard Army Ammunition System, Material Management Branch.
 - Manages Standard Property Book Redesign (SPBS-R).
- CONCUS Freight Management (CFM), Government Travel Services (GTS), Transportation Branch.

Logistics Division:

The Logistics Division plans, organizes, directs, coordinates and manages all activities in the USPFO with Material Property Management Branch, Storage and Distribution Branch, and Transportation Branch. Manages Standard / (SARSS-1) (SARSS-2AC/B) and Standard Property Book System Redesign (SPBS-R). CONUS Freight Manager Travel Services (GTS). Logistics activities including procurement and provision of Supply and Services Management of equipment and personnel.

Storage and Distribution Branch Mission:

Receive, store and issue all classes of supplies except Class III and Class VI items.
Request Government Bill of Landing for items to be shipped.

Receive and process all property turned-in by all supported units.
 Maintain an Automated Central Issue Point (ACIP).
 Ship items to other states where disposition instructions have been received from NGB.
 Ship turn-in items to Depot or DRMO where disposition instructions have been received from the National Inventory Center.
 Transport supplies to support units.
 Coordinate disposal of hazardous waste for all units and activities.

SARSS-1:

Provide automation at the Supply Support Activity (SSA) for time sensitive requirements:
 Expeditious filling of request.
 Storing supplies.
 Issuing stockage.
 Maintain accountable records.
 Provide SARSS-2AC/B with Custodial Authorized Balance File (ABF).
 Provide Material Release Orders (MRO's) to satisfy customers due-outs when serviceable assets from receipt are posted.
 Centrally located Input/Output (IO) section supporting (6) local networks.
 Enhance inquiry capability for storage personnel to utilize during on-going operations.
 Improved speed, accuracy of processing receipts, location survey, and inventories.
 Immediate response to customer requests for status utilizing document number provided for Activity, Suspense or

ACIP:

Order, receive, stock and issue personal clothing.
 Supports (52) accounts.
 Stocks (249) Lin's of military clothing.
 Cash sales, with personal checks and money orders.
 Semi-annual inventories.
 Process walk-thru on DA Form 3078.

HAZMAT:

Consist of hazardous material (i.e., ammo, oil, paints, acids, NBC equipment, and compressed gas).
 Receives and issues (HAZMAT).
 Maintains Material Safety Data Sheets (MSDS's) for all HAZMAT items.
 Dispose of all hazardous waste that is generated from all NM units/activities through DRMO.

Warehouse Annex:

Issue/Receipt large, bulky items.
 Locate, Store, and secure vehicle and equipment.
 Manage Government Bill of Landing (GBL's).

Material Management Branch:

Time Sensitive Functions:
 Maintains Custodial (ABF).
 Routing request of National Inventory Control Point (NICP).
 Process local purchases (DA Form 3953's) greater than > \$2,500.00.
 Processes ammunition.
 Processes Defense Utility Energy Reporting System (DUERS).
 Non-Time Sensitive Functions:
 Document history.
 Demand history/analysis.
 Stockage levels.
 Catalog/cross reference file.

Property Management Branch:

Manages Standard Property Book Redesign (SPBS-R).
 Manages Total Asset Visibility (TAV).
 Manages nonstandard LIN's (SB 700-20).
 Federal Logistics.
 Redistribution of Federal Property.
 Processes and manages Department of Defense Activity Address Code (DODAAC).
 Manages assets visibility reporting.
 Continuing Balance System Expanded (CBS-X).
 Manages Unique Item Tracking (UIT).
 Manages Objective Supply Capability Adaptive Redesign (OSCAR).
 Manages excess reporting.

Transportation:

Manages CONUS Freight Management (CFM), Government Travel Services (GTS).

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